

No	Action / deliverable	Owner	Start	End	Status	Comments
1	Confirm NAO timescales	P Bloomfield		31/01/15		
2	Agree date for laying and launch	R Parker	02/02/15	13/02/15		
3	Agree approach to design	R Parker	02/02/15	13/02/15		MOJ or private sector?
4	Agree more detailed timetable	P Bloomfield	02/02/15	14/02/15		Include confirming stats date
5	Book up and invite people to the launch	R Parker	02/02/15	28/02/15	Ongoing	Need to agree format, invitees etc.
6	Update LG on the plan to ensure contributors know what is expected.	P Bloomfield	18/02/15	24/02/15		Deadline for papers 18/02/15
7	Draft Governance Statement and AC Annual Report to AC	P Bloomfield	18/02/15	9/03/15		Deadline for papers 26/02/15
8	Update AC on Annual Report and Accounts plans	P Bloomfield	26/02/15	9/03/15		Deadline for papers 26/02/15
9	Commission Q4 sustainability figures	P Bloomfield		31/03/15		For sustainability statement
10	Remind LG of the plan	P Bloomfield		24/03/15		
11	Preparation of accounts and NAO audits	H Dove	01/04/15	28/05/15		
12	Deadline for contributions to achieving aims	ET members		17/04/15		Week later than last year
13	Operational stats delivered	Anna Feetam		17/04/15		To confirm. Including SE sign off.
14	First draft Annual Report	P Bloomfield	20/04/15	27/04/15		

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15	Management Board update	P Bloomfield		27/04/15		To provide non-execs with an opportunity to comment early – provide with draft on the day.
16	Commissioner's introduction and tag line to be drafted	Christopher Graham	27/04/15	01/05/15		To confirm.
17	Deadline for sustainability figures	Heather Dove Paul Wilson		11/05/15		Figures to be passed to S Entwisle
18	Second draft Annual Report	P Bloomfield	05/05/15	13/05/15		Deadline for papers on 18/05/15 is midday 13 May
19	ET clearance of second draft	P Bloomfield		18/05/15		Deadline for papers on 18/05/15 is midday 13 May
20	Sustainability statement finalised	S Entwisle		22/05/15		To allow statement to be incorporated into the draft for AC.
21	Governance statement and AC annual report finalised			28/05/15		For 8 June AC.
22	Third draft Annual Report drafted.	P Bloomfield	19/05/15	28/05/15		To include accounts. 28 May deadline for AC on 8 June.
23	All stats and operational figures checked	A Feetam	19/05/15	28/05/15		
24	Sign off of third draft by AC	AC	08/06/15			Anticipate minimal change
25	Fourth draft drafted and finalised.	P Bloomfield	09/06/15	12/06/15		Some flexibility
26	Fourth draft sent to NAO by email for final check.	P Bloomfield	12/06/15	12/06/15		One day turnaround.

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27	Final draft to Squad for design and PDF conversion	P Bloomfield	12/06/15	18/06/15		One week. To include checks by A Fetam and H Dove of near final PDF versions.
28	Preparation for internal and external launch	P Bloomfield	12/06/15	14/07/15		
29	Christopher Graham to sign hard copy Annual Report	P Bloomfield		19/06/15		
30	Hard copy annual report and letter of representation to NAO	P Bloomfield	19/06/15	23/06/15		
31	C&AG certification of Annual Report & Accounts	NAO	23/06/15	24/06/15		
32	Report to TSO for printing		24/06/15	29/06/15		Timescale squeezed - to check
33	NAO to lay report	NAO		30/06/15		
34	Internal launch			02/07/15		
35	Launch			02/07/15		
36	Electronic version of signed Annual Report and Accounts to Finance			16/07/15		For Corporation Tax purposes
37	Lessons learnt exercise	P Bloomfield		TBC		